



# **Safeguarding Children and Young People**

## **Code of Conduct**

### **St Thomas More Primary School**

**31/08/2017**

In our parish school community, we model the teachings of Christ through compassionate and positive relationships. We provide a sense of belonging and develop brave learners, spiritually, socially and academically.

#### **Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at St Thomas More Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and members of the Parent Association and Parish Education Board at St Thomas More Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### **Acceptable behaviours**

All staff, volunteers, contractors, clergy and members of the Parent Association and Parish Education Board are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and principles that underpin the school's commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect, modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety / the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to a member of the school's leadership team
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958 (Vic.)*
- reporting any child safety concerns to a member of the school's leadership team
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe

## Unacceptable behaviours

All staff, volunteers, contractors, clergy and members of the Parent Association and Parish Education Board must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership team's knowledge and/or consent or the Parish Education Board's approval (for example, unauthorised after hours tutoring, private instrumental / other lessons or sport coaching). Accidental contact, such as seeing people in the street is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels / device such as personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parents or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children, unless the event is authorised by the Principal and /or Parish Education Board.

I, \_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_